

JOB DESCRIPTION

Position Title: Oral Health Policy Manager

Reports To: Deputy Director

Department: Foundation

FLSA Status: Exempt

Grade: G

Date Last Updated: 12/2021

Position Purpose:

The oral health policy manager will be responsible for leading Delta Dental of Colorado Foundation's policy work and for launching a new oral health coalition and nonprofit designed to advance oral health equity in Colorado. This entity will serve as an independent policy think tank and advocate representing the oral health community. This organization is being developed with the support of multiple funders and the oral health policy manager will be responsible for working with partners and the broader community to develop and launch the organization by 2023.

Delta Dental of Colorado Foundation understands that an effective policy strategy is a key lever for change. The position will work as part of the foundation's program team and is also responsible for developing and implementing the foundation's policy strategy in alignment with our mission to elevate the well-being of all Coloradans by elevating oral health equity.

The foundation's policy strategy will be developed in coordination with the DDCO evaluation manager as well as the foundation's program manager and program officers. The team will work to identify data-informed best practices and invest in scalable policy solutions. Through informing the programs team to policy efforts and alignment to foundation initiative goals and objectives, alongside operationalizing overarching policy principles, DDCOF will entrench policy as a key lever for change while ensuring alignment and collaboration to new oral health coalition.

This position will be supervised by and will work closely with the foundation's deputy director. This position is intended to incubate and support within DDCOF, ultimately spinning off to stand up the center for oral health transformation as an independent entity (late 2022/early 2023).

Key Responsibilities:

- Engage key stakeholders, conduct research, and create business plan to launch oral health center.
- Create strategy and methodology to coalesce technical assistance needs and resources for innovative oral health programs into single resource hub.
- Assume leadership role in planning and facilitating routine oral health stakeholder convenings, discussions or trainings related to policy, systems building and innovation.
- Conduct local, state, and national policy monitoring to inform foundation efforts.

- Manage and oversee foundation policy strategy plan by conducting research, background and informing policy priorities and principles.
- Serve as staff lead in developing and managing the partnership with policy consultants and external partners.
- Ensure inclusion of the totality of DDCOF policy efforts in communications, evaluation, and programmatic efforts.
- Craft policy position statements and recommendations to present to foundation leadership. Provide written testimony or talking points as needed.
- Work in direct partnership with the program officers, focused on developing and executing clear and measurable advocacy strategies that support the foundation's goals and advance initiatives.
- Serve as DDCOF liaison to DDCO policy committee to help facilitate and align policy efforts.
- Conduct continuous improvement on policy goals and strategies in conjunction with internal and external stakeholders.
- Provide technical assistance and capacity building to staff and constituents.
- Ensure foundation leadership is appropriately informed and engaged on policy efforts.

Qualifications:

- Bachelor's degree required; Master's degree preferred. Equivalent work experience accepted. Degree in public policy, health care administration, political science, communication, or related field preferred.
- Five or more years' proven success in measuring and evaluating policy outcomes in community facing organizations.
- Highly preferred, strong working knowledge of oral health policy or the Colorado health policy landscape.
- Proven ability to lead and foster collaboration to influence others in a constructive manner. Skilled in managing collaborations and partnerships, with multiple stakeholder groups across multiple sectors
- Demonstrated success in leading advocacy efforts that resulted in real and measurable change
- Proven ability to lead and foster collaboration to influence others in a constructive manner
- Strong project management skills with experience developing and executing large-scale public health projects with multiple organizations.
- Ability to be strategic, think creatively, and be innovative in designing and implementing new models of care.
- Skilled in managing collaborations and partnerships, with multiple stakeholder groups across multiple sectors
- Ability to work well with people of diverse backgrounds, perspectives, and cultures.
- Excellent written and oral communication skills.
- Good organizational skills and ability to juggle multiple tasks and to meet deadlines.
- Experience working with and presenting to a Board of Directors.

Scope of Authority:

- Develops, prioritizes, and completes projects for the Delta Dental of Colorado Foundation. Work is not reviewed, except in the areas of legal, compliance and auditing that must be approved by the Deputy Director, Delta Dental of Colorado Foundation. Answers questions from and makes presentations to Delta Dental of Colorado Foundation Board of Directors, Delta Dental employees, participating dentists, Foundation grantees and prospective grantees, Foundation collaborating partners, and community partners.

Working Conditions:

This job requires 40 hours per week. This job requires travel via car or plane to meet with partner organizations. Some nights or weekends required. This position assumes some statewide or national travel.

No physical effort beyond that typically required for a position in a normal office environment. Requires flexible time schedule. Potential for tight deadlines or time periods of high workload might require additional hours. Regular and reliable attendance is a requirement. The noise level in the work environment is usually minimal. Regular exposure to a VDT screen.

Delta Dental of Colorado offers a comprehensive compensation and benefits package which includes two health plans; free dental insurance; 401(k) match; supplemental retirement savings plan; company-paid life insurance, short-term disability and long-term disability policies; tuition reimbursement; transportation reimbursement (were near a light rail station); annual bonus program and much more.

The position pays \$73,800 - \$92,300 annually.

Delta Dental of Colorado is proud to be an Equal Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.

An applicant with a disability or a disabled veteran has the right to request reasonable accommodation required to apply and be considered for one of our positions. To request accommodation for the purpose of applying for one of our positions, please contact Delta Dental of Colorado Human Resources at 720.489.4794.